



Transfer or Change Name of an Existing WPCF Onsite Permit Coverage

Version 1.0

April 2025



State of Oregon
Department of Environmental Quality

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Version 1.0
Last updated: April 2, 2025



Translation or other formats

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Error! Reference source not found.

System Overview

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.

[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.

Recommended browser: Google Chrome.

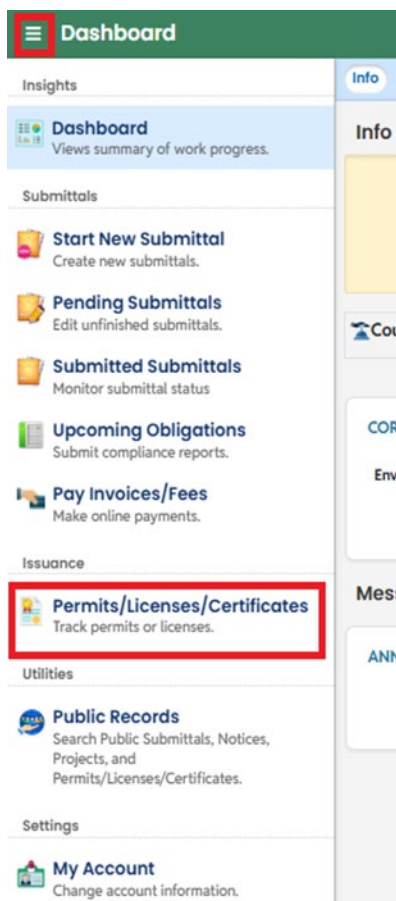
Visit the DEQ website to find [additional information about Your DEQ Online](#) or view the [Your DEQ Online Help page](#)

1. Introduction

This document provides information to the owner of a facility that needs to transfer or change the name of an existing Water Pollution Control Facilities Onsite permit in [Your DEQ Online](#).

2. How to apply for a permit transfer

Login to your account on the [Your DEQ Online Public Portal](#). From the Dashboard, expand the left menu by clicking on the menu icon  at the top left-hand corner of the screen. Select the 'Permits/Licenses/Certificates' icon  to create a permit transfer submittal.



On the “Permits/Licenses/Certificates” page, use search functions on the right-side panel to locate the permitted facility that needs to be transferred.

Previous Legal Name and Common Name

Previous Legal Name

Required

Previous Common Name

Required

Previous Facility Contact

Salutation

First Name

M.I.

Last Name

Required

Required

Company

Title

Email

Required

Phone

Mobile

Fax

000-000-0000x00000

000-000-0000

000-000-0000

Required

Complete the new legal name and common name section. The name must be a legal, active name registered with Secretary of State.

New Legal Name and Common Name

New Legal Name

Required

New Common Name

Required

The name must be a legal, active name registered with the Oregon Department of Commerce, Corporation Division (http://egov.sos.state.or.us/br/pkg_web_name_srch_inq_login) unless otherwise exempted by their regulations.

Complete all the required fields in the responsible official contact section. A responsible official is the person that receives official correspondence from DEQ.

New Legal/Responsible Official Contact

Salutation

M.I.

Last Name

Required

Company

Title

Email

Required

Phone

Mobile

Fax

000-000-0000x00000

000-000-0000

000-000-0000

Required

Country

☒ United States ☐ Canada

Address

Building, Unit, Suite, or Floor #

Required

City

State

Zip Code

OR (Oregon)

00000-0000

Required

Required

The Responsible Official is the person that receives official correspondence from DEQ, such as renewal notices or notices of noncompliance, and may be contacted if there are questions about this application

Complete all required fields in the facility contact section. The facility contact is the person located at the facility that has specific knowledge of the facility or operation under permit.

New Facility Contact

Copy from Legal/Responsible Official The Facility Contact is the person located at the facility that has specific knowledge of the facility or operation under permit (e.g., the treatment plant operator), and may be contacted if there are specific questions about this application.

Salutation M.I. Last Name Required.

Company Title Email Required.

Phone 000-000-0000x00000 Required. Mobile 000-000-0000 Fax 000-000-0000

Country ☒ United States ☐ Canada

Address Building, Unit, Suite, or Floor #

City State OR (Oregon) Zip Code 00000-0000 Required.

Complete all the required fields in the invoice contact section. The invoice contact for person responsible for paying the annual compliance determination fee.

New Invoice Contact

Copy from Legal/Responsible Official Enter invoicing information for billing purposes if different from the Responsible Official (e.g., "Invoice To: Business Office - Accounts Payable")

Salutation M.I. Last Name Required.

Company Title Email Required.

Phone 000-000-0000x00000 Required. Mobile 000-000-0000 Fax 000-000-0000

Country ☒ United States ☐ Canada

Address Building, Unit, Suite, or Floor #

City State OR (Oregon) Zip Code 00000-0000 Required.

Indicate whether the transfer will result in a change of wastewater or an increased discharge that is not addressed by current permit condition. If marked yes, provide an explanation of the change and attach a statement of wastewater change.

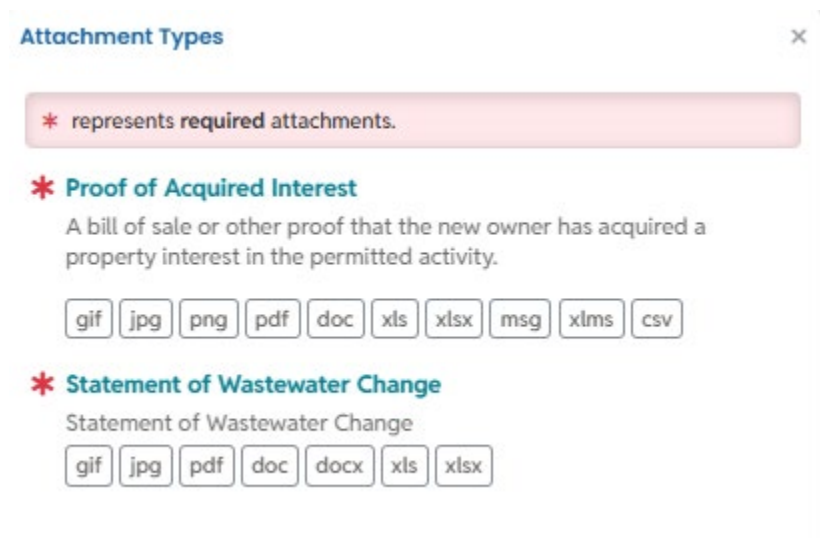
Will the transfer of ownership result in a change in the character of pollutants being discharged or a new or increased discharge not addressed by current permit conditions?

☒ Yes ☐ No

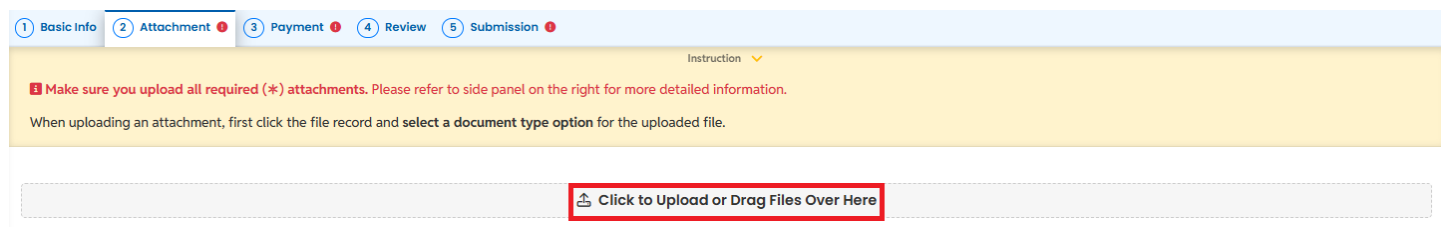
Explanation Required. (Remaining Length: 4000)

2.2. Attachment tab

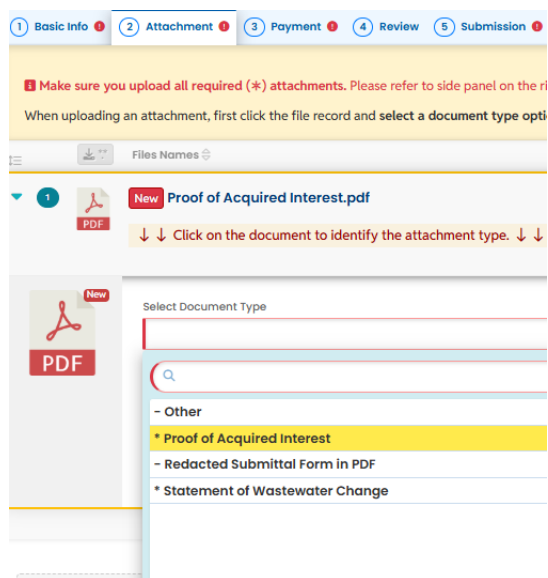
Required submittal attachments are located on the right-side panel of the screen. A red asterisk icon * indicates a required attachment for the submittal.



Upload attachments using the 'Click to Upload or Drag Files Over Here' icon.



When uploading an attachment, first click the file record and **select a document type option** for the uploaded file. Repeat for each attachment uploaded. If you have additional attachments other than the required, select 'other'.



If you need to delete an attachment, click on the trash icon .

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Instruction

When uploading an attachment, first click the file record and select a document type option for the uploaded file.

Files Names

File Info/ Updated Date

1

New

Proof of Acquired Interest.pdf

PDF

287 KB

2/18/2025

v1

Doc Type

Proof of Acquired Interest

2

New

STATEMENT OF WASTEWATER CHANGE.docx

DOCX

33 KB

2/18/2025

v1

Doc Type

Statement of Wastewater Change

2.3. Payment tab

Please ensure all required data is entered on the submittal form and required attachments are provided before you can pursue payment. For a new submittal, please click on the **SAVE button**  to confirm the fee amount before you continue.

Submittals are the applications and renewals for permits as well as the reporting obligations that a public user submits to a DEQ program in Your DEQ Online. For submittals that require payment, the public user enters payment information in the Payment tab.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

In the Payment tab, you will see required fees for the submittal plus the 4% technology fee. Your DEQ Online offers three methods for payment: ACH electronic transfer (e-check), credit card, or check by mail. Electronic payments are secure, immediate and enable faster processing of your submittals.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee

Service

Paid

Due

\$ 240.00

+

\$ 9.60

-

\$ 0.00

=

\$ 249.60

Fees

Application Filing Fee

Permit/License/Certificate Fee

Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES

\$ 123.00

Surcharge Fee

Permit/License/Certificate Fee

Surcharge Fee

\$ 117.00

Technology Fee

Additional Fee

The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

\$ 9.60

3 Results

Secure payment by ACH or e-check through U.S. Bank requires routing and account numbers to make a payment. To begin, select the “Pay Amount Due” button in the Payment tab.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee

Service

Paid

Due

\$ 240.00 + \$ 9.60 - \$ 0.00 = \$ 249.60

Pay Amount Due

Fees

Payment Transactions

Application Filing Fee

① Permit/License/Certificate Fee

① Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES

\$ 123.00

Surcharge Fee

① Permit/License/Certificate Fee

① Surcharge Fee

\$ 117.00

Technology Fee

① Additional Fee

① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

\$ 9.60

3 Results

No payment transaction records.

Pay by ACH. Select the ACH option and click “Pay Now.” You will be directed to a secure payment portal, DEQ GovOnline Payments, to complete the payment process. There are no additional fees for using this payment method.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee

Service

Paid

Due

\$ 240.00 + \$ 9.60 - \$ 0.00 = \$ 249.60

Pay Amount Due

ACH

Credit Card

Check by Mail

Automated Clearing House (ACH) payment method:

When clicking **Pay Now** button, you will be **redirect** to agency's payment portal to finish the payment.

Once finished, you will be redirected back to the system to finish the task.

Pay Now

In the payment portal, you may register an account with U.S. Bank or pay without registering. If you choose to register an account, U.S. Bank will securely store your payment methods and provide a record of your online payments.

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

User Name

Forgot Your User Name?

Password

Forgot Your Password?

Log In

Register

Pay Without Registering

[Document title]

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For one-time payments, enter your contact information, bank routing and account numbers. Select “Continue” to process the payment. Note: The system will automatically bring in the contact information from the Your DEQ Online account, but you can change it if needed.

Make a Payment

My Payment

DEQ GovOnline Paymts

Amount Due: \$67.60

Payment Information

Frequency: One Time

Payment Amount: \$67.60

Payment Date: Pay Now

Contact Information

First Name:

Last Name:

Company: (Optional)

Address 1:

Address 2: (Optional)

City:

State: Select

Zip Code: (Optional)

Phone Number:

Email Address:

[Become a Registered User](#)

Payment Method

Sample Check

123456789

Example Bank

12/15

Bank Routing Number:

Bank Account Number:

Bank Account Type: ☒ Checking ☐ Savings ☐ This is a business account

[Continue](#) [Cancel](#)

When the payment is complete, you will receive a receipt and a confirmation email from U.S. bank. **Important note:** Completing a payment does not complete the submittal process. You must select “Return to Your DEQ Online” and go to the “Submission” tab to complete the submittal process.

Confirmation

Please click the [Return to 'Your DEQ Online'](#) button to complete the payment process.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000010891**

[Return to Your DEQ Online](#)

Once you have returned to Your DEQ Online, a record of the payment will be shown in the Payment tab.

Important note: After making an online payment, go to the "Submission" tab and complete your Submittal within the same business day. DEQ is not able to process "Pending" submittals and payments to "Pending" submittals. The Responsible Official is the type of account that can certify and complete a submittal.

1 Basic Info	2 Attachment	3 Payment	4 Review	5 Submission
No amount due.				
Fee \$ 65.00 + Service \$ 2.60 - Paid \$ 67.60 = Balance \$ 0.00				

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

1 Basic Info	2 Attachment	3 Payment	4 Review	5 Submission
Certification Statement Declaration of accuracy information provided: * I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified. ☒ I have read and agree to the above certification statement				
Security Question Security Question: What is the first and last name of your oldest sibling? * ☐ Show Question Answer				
PIN Number PIN: * 				
Security Precautions To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.				
Disclaimer The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.				
Submit				

Pay by credit card. For secure payments by credit card through U.S. bank, you will be required to enter card holder and card information. A convenience charge of 2.3% will be added to the total amount due by U.S. Bank. This convenience charge will not be reflected in Your DEQ Online, and it will appear as a separate item on your credit card statement. To begin, select the “Pay Amount Due” button in the “Payment” tab.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee

\$ 240.00

+

Service

\$ 9.60

-

Paid

\$ 0.00

=

Due

\$ 249.60

Pay Amount Due

☐ ACH

☒ Credit Card

☐ Check by Mail

Credit Card payment method:

When clicking **Pay Now** button, you will be **redirected** to agency's payment portal to finish the payment.
Once finished, you will be redirected back to the system to finish the task.

Pay Now

In the payment portal, you may register an account with U.S. Bank or pay without registering. If you choose to register an account, U.S. Bank will securely store your payment methods and provide a record of your online payments.

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

User Name

[Forgot Your User Name?](#)

Password

[Forgot Your Password?](#)

Log In

[Register](#)

[Pay Without Registering](#)

For one-time payments, enter your contact and credit card information. Select “Continue” to process the payment. Note: The system will automatically bring in the contact information from the Your DEQ Online account, but you can change it if needed.

Make a Payment

My Payment

DEQ GovOnline Pymts

Amount Due \$67.60

Payment Information

Frequency One Time

Payment Amount \$67.60

Payment Date Pay Now

Contact Information

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City

State Select ▾

Zip Code (Optional)

Phone Number

Email Address

[Become a Registered User](#) 

Payment Method

Card Number



Expiration Date Month ▾ Year ▾

Card Security Code 

Card Billing Address ☒ Use my contact information address
☐ Use a different address

A 2.3% convenience fee will be added by US Bank for this credit card transaction. The convenience fee will be displayed on the next page where you can cancel or confirm your payment. The fee will not be shown in Your DEQ Online. There will be two (2) charges on your credit card statement, one for the DEQ payment and one for the convenience fee.

NOTE: US Bank does not add convenience fees for ACH e-payments. If you would like to select a different payment method, click the Exit link in the upper right hand corner of this page.

[Continue](#) [Cancel](#)

When the payment is complete, you will receive a receipt and a confirmation email from U.S. bank. **Important note:** Completing a payment does not complete the submittal process. You must select “Return to Your DEQ Online” and go to the “Submission” tab to complete the submittal process.

Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000010891**

[Return to Your DEQ Online](#)

Once you have returned to Your DEQ Online, the processed payment will be shown in the “Payment” tab. The Responsible Official is the type of account that is able to certify and complete a submittal.

Important note: The RO should proceed to the “Submission” tab to complete the submittal within the same business day of completing the payment. DEQ is not able to process “Pending” submittals and payments to “Pending” submittals.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

No amount due.

Fee \$65.00 + Service \$2.60 - Paid \$67.60 = Balance \$0.00

Fees

Supervisor Fee ① Permit Fee	\$ 65.00
Technology Fee ① Additional Fee ① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.	\$ 2.60

Payment Transactions

✓ Credit Card 07/13/2022 07/13/2022 #DEQTST000010701	\$ 67.60
--	----------

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

☒ I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

☐ Show Question Answer

PIN Number

PIN: *

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

Pay by check. To pay by check, select check by mail and click “Confirm Check by Mail.” You will receive a message asking you to confirm the payment method.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due
\$ 240.00	+	\$ 9.60	- \$ 0.00 = \$ 249.60

ACH Credit Card **Check by Mail**

Check by Mail payment method:

Please make the check payable to

DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Pay Amount Due

Confirm Check by Mail

i You have selected Check by Mail. The system will show the balance due until the check is received and posted. Please include a copy of your receipt of the Application with your Payment.

OK CANCEL

After you select “OK” to confirm, the “Payment” tab will display with a reminder message “Check in Transit/Waiting.” The system will continue to display the “Check in Transit/Waiting” record until the check is received by DEQ, after which time, DEQ will begin to process the submittal.

Important note: Completing a payment does not complete the submittal process. The Responsible Official must complete the instructions in the “Submittal” tab to complete the submittal process.

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

1 Basic Info
2 Attachment
3 Payment
4 Review
5 Submission

Certification Statement
Declaration of accuracy information provided: *
I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.
☒ I have read and agree to the above certification statement

Security Question
Security Question: What is the first and last name of your oldest sibling? *

☐ Show Question Answer

PIN Number
PIN: *

Security Precautions
To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

Fee Detail

Fee Name	Fee Type	Fee Amount
Supervisor Fee	Permit Fee	\$65.00
Technology Fee	Additional Fee	\$2.60

Payment Detail

Payment Date	Fee Amount	Paid Amount	Payment Method
Total:	\$67.60	\$0.00	

Attachment List

Finish
Print
PDF

On the PDF of the submittal receipt, you will find mailing instructions and the DEQ Financial Services mailing address at the bottom of the document.

Submittal check payments must include a printed copy of the submittal receipt and be sent to the address below:

DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Do not mail checks to the any of the Regional DEQ offices as this will delay processing.



Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100

Date Created: 2/11/2025

Submittal Summary

Submittal ID: 84570

Facility (project site): YDO WPCF Onsite

Submittal: WPCF Onsite Wastewater Treatment Systems Permit

Submitted By: Onsite Tester Email: jessica.joye@deq.oregon.gov

Submitted Date: 2025-02-06 13:37:47

Submittal Form Info

Submittal Name: WPCF Onsite Wastewater Treatment Systems Permit

Submission Method: Online Fee Program ID: 54

Action Type: Renewal Fee Program Name: WQONSITE

Payment Information (BALANCE DUE)

Processing Fee: \$1,446.00 Technology Fee: \$57.84

Total Amount Due: \$1,503.84 Total Amount Paid: \$0.00

To make a payment by mail, please send a copy of this Submittal Receipt with your payment to:

DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Make check payable to: Department of Environmental Quality

Fee Description	Amount
Application Filing Fee	\$123.00
Surcharge Fee	\$117.00
Permit Processing Fee	\$1,206.00
Technology Fee	\$57.84
Total:	\$1,503.84

2.4. Review tab

Please review your submittal info and any attachments provided. Under the Submittal Form(s) Summary section, sections that are incomplete will be identified with a red ✖ and will indicate the tab with incomplete data.

If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

1 Basic Info ✖

2 Attachment

3 Payment

4 Review

5 Submission ✖

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✖ Basic Info

Fees/Payments

Fee

\$ 0.00

—

Paid

\$ 0.00

=

Balance

\$ 0.00

Mandatory Attachment

Attachments are not required for this Submittal.

Uploaded Attachment

2.5. Submission tab

[Document title]

Version 1.0

Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement. Complete the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Section 8). Click the Submit button at the bottom of the Submission tab to complete your facility's WPCF Onsite New Permit Application submittal.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Please check the required fields on the form.

Certification Statement

I certify under penalty of law, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

☐ I have read and agree to the above certification statement

Required.

Security Question

Security Question: what is the name of your home town newspaper? *

Required.

☐ Show Question Answer

PIN Number

PIN: *

Required.

When you have completed the review and are ready to submit the relocation notice, select the Submit button at the bottom of the Submission tab.

Security Precautions

We maintain stringent system safeguards and physical and administrative protection to prevent misusing your information. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI-compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated at our discretion at any time.

Disclaimer

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company expressly disclaims all liabilities from damages resulting from accessing the website or from reliance upon any such information.

Submit



If any required fields have not been completed on the submission tab and/or any other tabs, the system will not allow the submission to successfully complete. The tabs at the top of the page will indicate to the user where a required field was not completed. Once the required field has been addressed, return to this Submission tab and select Submit.

After the RO submits a summary of the submission is populated.

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.
Please click  Receipt to print your receipt.

Submittal Summary

Submittal ID: 85908

Submittal Date: 4/4/2025, 8:43:30 AM

Submittal By: Onsite Tester
5033785033
jessica.joye@deq.oregon.gov

Owner Information: Onsite Tester
5033785033
jessica.joye@deq.oregon.gov

Submittal Form Info

Name: WPCF Onsite Wastewater Treatment Systems Permit

Method: Online Submission

Fee Detail

Name	Type	Amount
Application Filing Fee	Permit/License/Certificate Fee	\$123.00
Surcharge Fee	Permit/License/Certificate Fee	\$117.00
Technology Fee	Additional Fee	\$9.60

Payment Detail

Date	Method	Fee Amount	Paid Amount
Total:		\$249.60	\$0.00

Uploaded Attachment List

No record.

Certification

Statement: I hereby certify that the information contained in the application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative rules 340-045 and/or 340-071. This includes a new application fee to obtain the permit and a compliance determination fee invoiced annually by DEQ to maintain the permit.

Question: what is the name of your home town newspaper?

Answer: *****

PIN Number: *****

RO: Onsite Tester

Sender IP: 159121.206.56

Mail-to Attachment List

No record.

Click on “Receipt” or “Submittal Form” to review and save as a pdf for your records

Finish

 Receipt

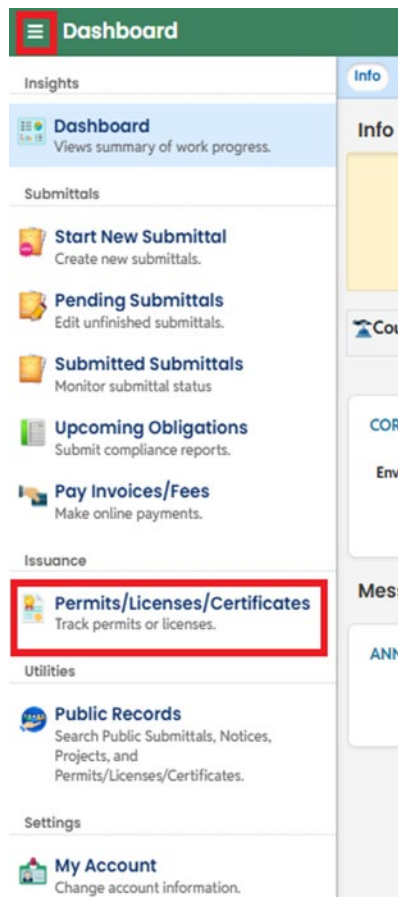
 Submittal Form

3. How to apply for a name change

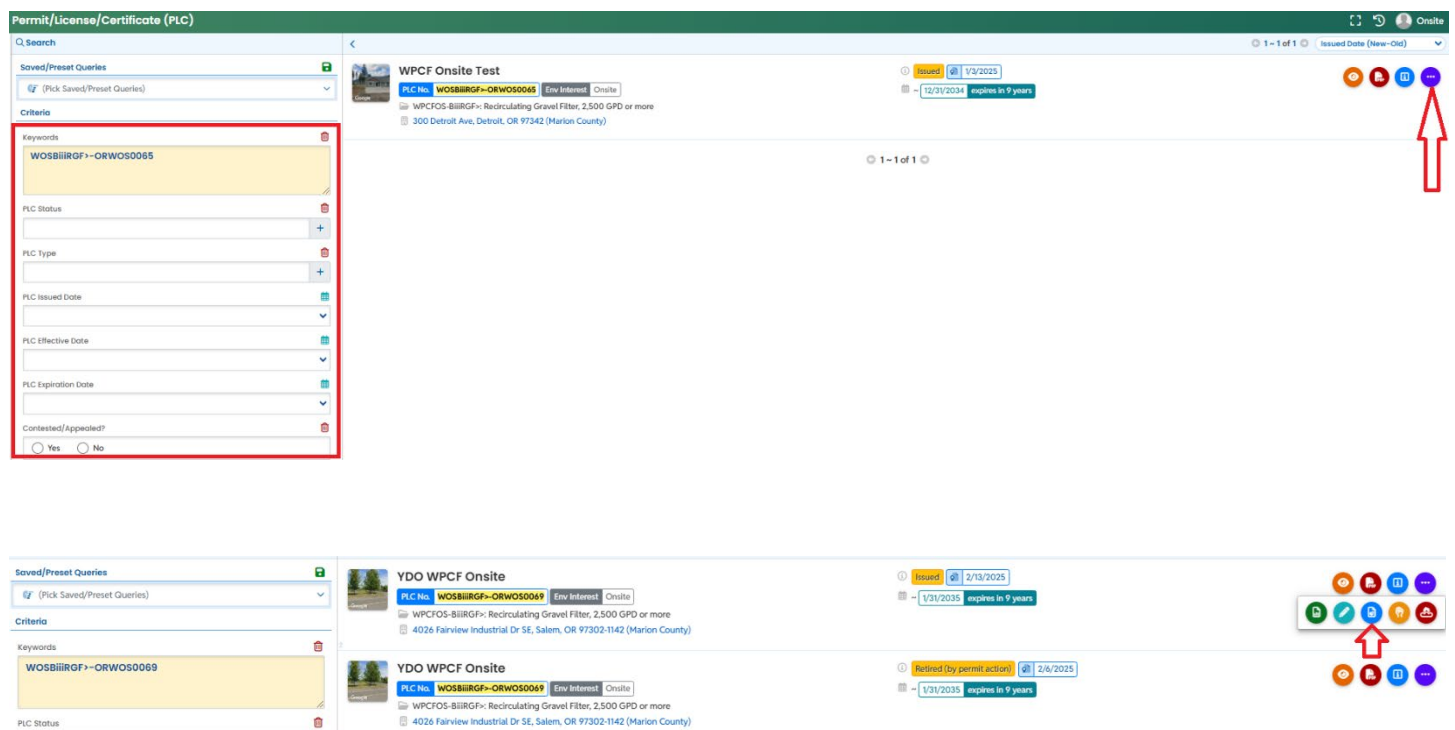
Login to your account on the [Your DEQ Online Public Portal](#). From the Dashboard, expand the left menu by clicking on the menu icon  at the top left-hand corner of the screen. Select the ‘Permits/Licenses/Certificates’ icon  to create a permit transfer submittal.

Oregon Department of Environmental Quality

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On the “Permits/Licenses/Certificates” page, use search functions on the right-side panel to locate the permitted facility that needs to be transferred.



Click the blue ellipsis icon  for permit actions dropdown. The permit actions allowed, in order, are amend, renew, name change, transfer and terminate. Select the transfer icon  to start permit transfer submittal.

3.1. Basic info tab

Complete all required fields in each section of the basic info tab. Save your data entry frequently by clicking on the pink disk . You can view instructions for completing the application by clicking the Get Information icon  located in the submittal information section on located on right-hand side of screen.

Enter the legal name of the applicant. The name must be a legal, active name registered with the Oregon Secretary of State, Corporation Division. Refer to the application instructions for more information. The legal name should be the same as the current legal name in which the permit is issued.

Enter the common name if different than the legal name.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Action To Be Performed

Action

Name Change of Permit

Scheduled Date

mm/dd/yyyy

Required.

Complete the previous permittee information section.

Previous Legal Name and Common Name

Previous Legal Name

Required.

Previous Common Name

Required.

Previous Facility Contact

Salutation

First Name

M.I.

Last Name

Required.

Required.

Company

Title

Email

Required.

Phone

000-000-0000x00000

Mobile

000-000-0000

Fax

000-000-0000

Required.

Complete the new legal name and common name section. The name must be a legal, active name registered with Secretary of State.

New Legal Name and Common Name

New Legal Name 

Required. The name must be a legal, active name registered with the Oregon Department of Commerce, Corporation Division (http://egov.sos.state.or.us/br/pkg_web_name_srch_inq_login) unless otherwise exempted by their regulations.

New Common Name

Required.

Complete all the required fields in the responsible official contact section. A responsible official is the person that receives official correspondence from DEQ.

New Legal/Responsible Official Contact 

The Responsible Official is the person that receives official correspondence from DEQ, such as renewal notices or notices of noncompliance, and may be contacted if there are questions about this application.

Salutation M.I. Last Name
Required.

Company Title Email
Required.

Phone Mobile Fax
Required.

Country ☒ United States ☐ Canada

Address Building, Unit, Suite, or Floor #
Required.

City State Zip Code
Required.

Complete all required fields in the facility contact section. The facility contact is the person located at the facility that has specific knowledge of the facility or operation under permit.

New Facility Contact 

Copy from Legal/Responsible Official The Facility Contact is the person located at the facility that has specific knowledge of the facility or operation under permit (e.g., the treatment plant operator), and may be contacted if there are specific questions about this application.

Salutation M.I. Last Name
Required.

Company Title Email
Required.

Phone Mobile Fax
Required.

Country ☒ United States ☐ Canada

Address Building, Unit, Suite, or Floor #
Required.

City State Zip Code
Required.

Complete all the required fields in the invoice contact section. The invoice contact for person responsible for paying the annual compliance determination fee.

New Invoice Contact

Copy from Legal/Responsible Official Enter invoicing information for billing purposes if different from the Responsible Official (e.g., "Invoice To: Business Office - Accounts Payable")

Solution M.I. Last Name **Required.**

Company Title Email **Required.**

Phone 000-000-0000x00000 **Required.** Mobile 000-000-0000 Fax 000-000-0000

Country ☒ United States ☐ Canada

Address **Required.** Building, Unit, Suite, or Floor #

City **Required.** State OR (Oregon) Zip Code 00000-0000 **Required.**

Will the transfer of ownership result in a change in the character of pollutants being discharged or a new or increased discharge not addressed by current permit conditions?
☒ Yes ☐ No

Explanation **Required.** (Remaining Length: 4000)

Indicate whether the transfer will result in a change of wastewater or an increased discharge that is not addressed by current permit condition. If marked yes, provide an explanation of the change and attach a statement of wastewater change.

3.2. Attachment tab

Required submittal attachments are located on the right-side panel of the screen. A red asterisk icon * indicates a required attachment for the submittal.

Attachment Types

* represents required attachments.

* **Statement of Wastewater Change**
Statement of Wastewater Change
gif jpg pdf doc docx xls xlsx

Upload attachments using the 'Click to Upload or Drag Files Over Here' icon.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.

When uploading an attachment, first click the file record and select a document type option for the uploaded file.

Click to Upload or Drag Files Over Here

When uploading an attachment, first click the file record and **select a document type option** for the uploaded file. Repeat for each attachment uploaded. If you have additional attachments other than the required, select 'other'.

The screenshot shows the 'Attachment' tab in a multi-step process. A yellow banner at the top contains an instruction: 'Make sure you upload all required (*) attachments. Please refer to side panel on the right. When uploading an attachment, first click the file record and select a document type option'. Below this, a file record for 'STATEMENT OF WASTEWATER CHANGE.docx' is shown with a 'DOC' icon. A dropdown menu is open, displaying 'Select Document Type' with a search bar and three options: '- Other', '- Redacted Submittal Form in PDF', and '* Statement of Wastewater Change'.

If you need to delete an attachment, click on the trash icon  .

This screenshot shows the 'Attachment' tab with the file record 'STATEMENT OF WASTEWATER CHANGE.docx' (DOCX, 33 KB, 2/26/2025, v1). A dropdown menu is open, showing 'Doc Type' and 'Statement of Wastewater Change'. The '1 Results' button is visible at the bottom.

3.3. Payment tab

Please ensure all required data is entered on the submittal form and required attachments are provided before you can pursue payment. For a new submittal, please click on the **SAVE button**  to confirm the fee amount before you continue.

Submittals are the applications and renewals for permits as well as the reporting obligations that a public user submits to a DEQ program in Your DEQ Online. For submittals that require payment, the public user enters payment information in the Payment tab.

The screenshot shows the navigation bar with five tabs: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review', and '5 Submission'. The '3 Payment' tab is highlighted with a blue underline and a red notification icon.

In the Payment tab, you will see required fees for the submittal plus the 4% technology fee. Your DEQ Online offers three methods for payment: ACH electronic transfer (e-check), credit card, or check by mail. Electronic payments are secure, immediate and enable faster processing of your submittals.

1 Basic info2 Attachment3 Payment4 Review5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee

\$ 240.00

+

Service

\$ 9.60

-

Paid

\$ 0.00

=

Due

\$ 249.60

Fees

Application Filing Fee

1 Permit/License/Certificate Fee

2 Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES

\$ 123.00

Surcharge Fee

1 Permit/License/Certificate Fee

2 Surcharge Fee

\$ 117.00

Technology Fee

1 Additional Fee

2 The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

\$ 9.60

3 Results

Secure payment by ACH or e-check through U.S. Bank requires routing and account numbers to make a payment. To begin, select the “Pay Amount Due” button in the Payment tab.

1 Basic info2 Attachment3 Payment4 Review5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee

\$ 240.00

+

Service

\$ 9.60

-

Paid

\$ 0.00

=

Due

\$ 249.60

Pay Amount Due

Fees

Application Filing Fee

1 Permit/License/Certificate Fee

2 Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES

\$ 123.00

Surcharge Fee

1 Permit/License/Certificate Fee

2 Surcharge Fee

\$ 117.00

Technology Fee

1 Additional Fee

2 The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

\$ 9.60

3 Results

Payment Transactions

No payment transaction records.

Pay by ACH. Select the ACH option and click “Pay Now.” You will be directed to a secure payment portal, DEQ GovOnline Payments, to complete the payment process. There are no additional fees for using this payment method.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee

\$ 240.00

+

Service

\$ 9.60

-

Paid

\$ 0.00

=

Due

\$ 249.60

Pay Amount Due

ACH

Credit Card

Check by Mail

Automated Clearing House (ACH) payment method:

When clicking **Pay Now** button, you will be **redirect** to agency's payment portal to finish the payment.
Once finished, you will be redirected back to the system to finish the task.

Pay Now

In the payment portal, you may register an account with U.S. Bank or pay without registering. If you choose to register an account, U.S. Bank will securely store your payment methods and provide a record of your online payments.

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

User Name

Forgot Your User Name?

Password

Forgot Your Password?

Log In

Register

Pay Without Registering

For one-time payments, enter your contact information, bank routing and account numbers. Select “Continue” to process the payment. Note: The system will automatically bring in the contact information from the Your DEQ Online account, but you can change it if needed.

Make a Payment

My Payment

DEQ GovOnline Pymts

Amount Due: \$57.60

Payment Information

Frequency: One Time

Payment Amount: \$57.60

Payment Date: Pay Now

Contact Information

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City

State

Zip Code (Optional)

Phone Number

Email Address

Become a Registered User

Payment Method

Bank Routing Number

Bank Account Number

Bank Account Type: ☒ Checking ☐ Savings

☐ This is a business account

Continue

Cancel

When the payment is complete, you will receive a receipt and a confirmation email from U.S. bank. **Important note:** Completing a payment does not complete the submittal process. You must select “Return to Your DEQ Online” and go to the “Submission” tab to complete the submittal process.

Confirmation

Please click the [Return to 'Your DEQ Online'](#) button to complete the payment process.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000010891**

[Return to Your DEQ Online](#)

Once you have returned to Your DEQ Online, a record of the payment will be shown in the Payment tab.

Important note: After making an online payment, go to the "Submission" tab and complete your Submittal within the same business day. DEQ is not able to process "Pending" submittals and payments to "Pending" submittals. The Responsible Official is the type of account that can certify and complete a submittal.

1 Basic Info	2 Attachment	3 Payment	4 Review	5 Submission								
No amount due.												
<table border="1"> <thead> <tr> <th>Fee</th> <th>Service</th> <th>Paid</th> <th>Balance</th> </tr> </thead> <tbody> <tr> <td>\$ 65.00</td> <td>+ \$ 2.60</td> <td>- \$ 67.60</td> <td>= \$ 0.00</td> </tr> </tbody> </table>					Fee	Service	Paid	Balance	\$ 65.00	+ \$ 2.60	- \$ 67.60	= \$ 0.00
Fee	Service	Paid	Balance									
\$ 65.00	+ \$ 2.60	- \$ 67.60	= \$ 0.00									
Fees Supervisor Fee ① Permit Fee		Payment Transactions ✓ ePayment (ACH) 07/11/2022 07/12/2022 # DEQTST000010600										
Technology Fee ① Additional Fee ② The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.		\$ 65.00 \$ 2.60										

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 **Submission**

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

☒ I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

☐ Show Question Answer

PIN Number

PIN: *

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

Pay by credit card. For secure payments by credit card through U.S. bank, you will be required to enter card holder and card information. A convenience charge of 2.3% will be added to the total amount due by U.S. Bank. This convenience charge will not be reflected in Your DEQ Online, and it will appear as a separate item on your credit card statement. To begin, select the “Pay Amount Due” button in the “Payment” tab.

1 Basic Info 2 Attachment 3 **Payment** 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due
\$ 240.00	+	\$ 9.60	- \$ 0.00 = \$ 249.60

Pay Amount Due

☐ ACH

☒ **Credit Card**

☐ Check by Mail

Credit Card payment method:

When clicking **Pay Now** button, you will be **redirected** to agency's payment portal to finish the payment.

Once finished, you will be redirected back to the system to finish the task.

Pay Now

In the payment portal, you may register an account with U.S. Bank or pay without registering. If you choose to register an account, U.S. Bank will securely store your payment methods and provide a record of your online payments.

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

[Forgot Your User Name?](#)

[Forgot Your Password?](#)

[Register](#)

[Pay Without Registering](#)

For one-time payments, enter your contact and credit card information. Select “Continue” to process the payment. Note: The system will automatically bring in the contact information from the Your DEQ Online account, but you can change it if needed.

Make a Payment

My Payment

DEQ GovOnline Pymts
Amount Due \$67.60

Payment Information

Frequency One Time
Payment Amount \$67.60
Payment Date Pay Now

Contact Information

First Name

Last Name

Company

Address 1

Address 2

City

State

Zip Code

Phone Number

Email Address

[Become a Registered User](#) 

Payment Method

Card Number 

Expiration Date

Card Security Code 

Card Billing Address ☒ Use my contact information address
☐ Use a different address

A 2.3% convenience fee will be added by US Bank for this credit card transaction. The convenience fee will be displayed on the next page where you can cancel or confirm your payment. The fee will not be shown in Your DEQ Online. There will be two (2) charges on your credit card statement, one for the DEQ payment and one for the convenience fee.

NOTE: US Bank does not add convenience fees for ACH e-payments. If you would like to select a different payment method, click the Exit link in the upper right hand corner of this page.

[Cancel](#)

When the payment is complete, you will receive a receipt and a confirmation email from U.S. bank. **Important note:** Completing a payment does not complete the submittal process. You must select “Return to Your DEQ Online” and go to the “Submission” tab to complete the submittal process.

Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000010891**

Return to Your DEQ Online

Once you have returned to Your DEQ Online, the processed payment will be shown in the “Payment” tab. The Responsible Official is the type of account that is able to certify and complete a submittal.

Important note: The RO should proceed to the “Submission” tab to complete the submittal within the same business day of completing the payment. DEQ is not able to process “Pending” submittals and payments to “Pending” submittals.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

No amount due.

Fee	Service	Paid	Balance
\$ 65.00	+	\$ 2.60	-
		\$ 67.60	=
			\$ 0.00

Fees

Supervisor Fee	\$ 65.00
① Permit Fee	
Technology Fee	\$ 2.60
① Additional Fee	
① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.	

Payment Transactions

✓	Credit Card	\$ 67.60
	07/13/2022	07/13/2022
# DEQTST000010701		

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

1 Basic Info	2 Attachment	3 Payment	4 Review	5 Submission
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Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

☒ I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

☐ Show Question Answer

PIN Number

PIN: *

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit



Pay by check. To pay by check, select check by mail and click “Confirm Check by Mail.” You will receive a message asking you to confirm the payment method.

1 Basic info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due
\$ 240.00	+	\$ 9.60	- \$ 0.00 = \$ 249.60

Pay Amount Due

☐ ACH
☐ Credit Card
☒ Check by Mail

Check by Mail payment method:

Please make the check payable to

DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Confirm Check by Mail

i You have selected Check by Mail. The system will show the balance due until the check is received and posted. Please include a copy of your receipt of the Application with your Payment.

OK CANCEL

After you select “OK” to confirm, the “Payment” tab will display with a reminder message “Check in Transit/Waiting.” The system will continue to display the “Check in Transit/Waiting” record until the check is received by DEQ, after which time, DEQ will begin to process the submittal.

To delete your check by mail selection, select the trash can  icon. After your check by mail selection has been deleted, all payment options will be available.

1 Basic info 2 Attachment 3 Payment 4 Review 5 Submission

▲ Reminder: Payment of \$249.60 is due until the full amount has been received and posted.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due	Amount in Transit/Waiting
\$ 240.00	+	\$ 9.60	- \$ 0.00 = \$ 249.60	\$ 249.60

Fees

Application Filing Fee

- Permit/License/Certificate Fee \$ 123.00
- Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES

Surcharge Fee

- Permit/License/Certificate Fee \$ 117.00
- Surcharge Fee

Technology Fee

- Additional Fee \$ 9.60
- The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

Payment Transactions

▲ Reminder: Payment of \$249.60 is due until the full amount has been received and posted.

Check by Mail \$ 0.00

2/29/2025

1 Results

Important note: Completing a payment does not complete the submittal process. The Responsible Official must complete the instructions in the “Submittal” tab to complete the submittal process.

[Document title]

Version 1.0

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 **Submission**

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

☒ I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

☐ Show Question Answer

PIN Number

PIN: *

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

Fee Detail

Fee Name	Fee Type	Fee Amount
Supervisor Fee	Permit Fee	\$65.00
Technology Fee	Additional Fee	\$2.60

Payment Detail

Payment Date	Fee Amount	Paid Amount	Payment Method
Total:	\$67.60	\$0.00	

Attachment List

Finish **Print** **PDF**

On the PDF of the submittal receipt, you will find mailing instructions and the DEQ Financial Services mailing address at the bottom of the document.

Submittal check payments must include a printed copy of the submittal receipt and be sent to the address below:

DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Do not mail checks to the any of the Regional DEQ offices as this will delay processing.



Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100

Date Created: 2/11/2025

Submittal Summary

Submittal ID: 84570

Facility (project site): YDO WPCF Onsite

Submittal: WPCF Onsite Wastewater Treatment Systems Permit

Submitted By: Onsite Tester

Email: jessica.joye@deq.oregon.gov

Submitted Date: 2025-02-06 13:37:47

Submittal Form Info

Submittal Name: WPCF Onsite Wastewater Treatment Systems Permit

Submission Method: Online

Fee Program ID: 54

Action Type: Renewal

Fee Program Name: WQONSITE

Payment Information (BALANCE DUE)

Processing Fee: \$1,446.00

Technology Fee: \$57.84

Total Amount Due: \$1,503.84

Total Amount Paid: \$0.00

To make a payment by mail, please send a copy of this Submittal Receipt with your payment to:

DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Make check payable to: Department of Environmental Quality

Fee Description	Amount
Application Filing Fee	\$123.00
Surcharge Fee	\$117.00
Permit Processing Fee	\$1,206.00
Technology Fee	\$57.84
Total:	\$1,503.84

3.4. Review tab

Please review your submittal info and any attachments provided. Under the Submittal Form(s) Summary section, sections that are incomplete will be identified with a red **x** and will indicate the tab with incomplete data.

If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

1 Basic Info
2 Attachment
3 Payment
4 Review
5 Submission

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

X Basic Info

Fees/Payments

Fee	-	Paid	=	Balance
\$ 0.00		\$ 0.00		\$ 0.00

Mandatory Attachment

Attachments are not required for this Submittal.

Uploaded Attachment

3.5. Submission tab

Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement. Complete the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Section 8). Click the Submit button at the bottom of the Submission tab to complete your facility's WPCF Onsite New Permit Application submittal.

1 Basic Info
2 Attachment
3 Payment
4 Review
5 Submission

Please check the required fields on the form.

Certification Statement

I certify under penalty of law, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

☐ I have read and agree to the above certification statement

Required.

Security Question

Security Question: what is the name of your home town newspaper? *

Required.

☐ Show Question Answer

PIN Number

PIN: *

Required.

When you have completed the review and are ready to submit the relocation notice, select the Submit button at the bottom of the Submission tab.

Security Precautions

We maintain stringent system safeguards and physical and administrative protection to prevent misusing your information. In addition, the security safeguards are also powered by VeriSign's Certificates and Authority.NET's PCI-compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated at our discretion at any time.

Disclaimer

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company expressly disclaims all liabilities from damages resulting from accessing the website or from reliance upon any such information.

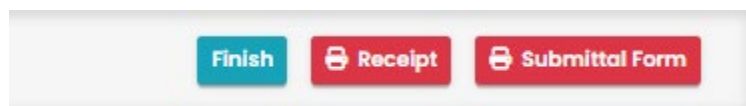
Submit



If any required fields have not been completed on the submission tab and/or any other tabs, the system will not allow the submission to successfully complete. The tabs at the top of the page will indicate to the user where a required field was not completed. Once the required field has been addressed, return to this Submission tab and select Submit.

After the RO submits a summary of the submission is populated.

Click on "Receipt" or "Submittal Form" to review and save as a pdf for your records



4. Password, pin and security questions

4.1. Password

To reset your password, select “Forgot Password” from the [Your DEQ Online portal login](#) page. You will be asked to enter the email address associated with your account, and you will receive a temporary password through email.

The image shows the 'Public Portal' login screen for the Environmental Data Management System (EDMS). It features a 'Username' field, a 'Password' field with a red rectangular box around it, and a 'Forgot Password?' link in yellow text next to the password field. Below the fields is a 'Login' button. At the bottom, there are links for 'Register Account' and 'Public Records & Services', and contact information for assistance.The image shows the 'Forgot Password' screen within the 'Public Portal' for the Environmental Data Management System (EDMS). It instructs the user to enter their email address to request a reminder of their username and password. There is an 'Email' input field, a 'Reset Password' button, and a 'Back to login' link. Contact information for assistance is provided at the bottom.

4.2. Pin

Responsible Officials use a pin number in the completion of submittals. To reset your pin number, go to “My Account” and select the “Password/Pin” tab. Enter a new pin number and click “Save Pin” to update.

My Account

13206 RO Onsite Tester

Basic Info Account Type Password/PIN Security Questions Consultants Verification Linked Licensee

Password

Old Password

New Password

Confirm New Password

PIN

New PIN

Confirm New PIN

Show password

Show PIN

Save Password

Save PIN

4.3. Security questions

To complete submittals, Responsible Officials are asked a randomly generated question from the 5 security questions in their account security settings. To reset your security questions, go to “My Account” and select the “Security Questions” tab. Enter new security questions and select  to save.

My Account

13206 RO Onsite Tester

Basic Info Account Type Password/PIN Security Questions Consultants Verification Linked Licensee

1 Q what is your favorite painting or photo?

2 Q where did you first meet your spouse?

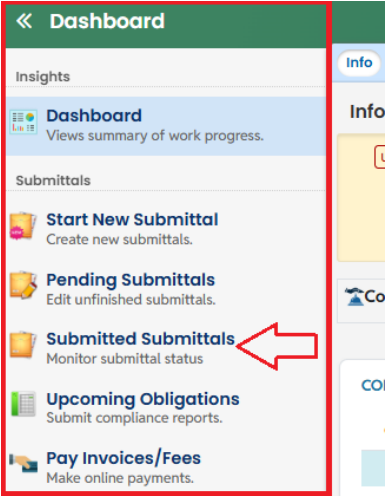
3 Q what is the name of your home town newspaper?

4 Q what is your favorite song?

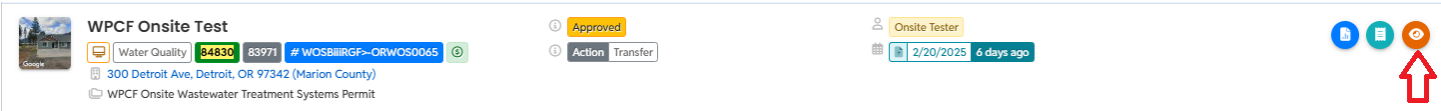
5 Q where did you graduate from high school?

5. Track your submittal status

Responsible Officials and consultant accounts can track the status of their submittal in the Submitted Submittals module. From the Dashboard, expand the left menu by clicking on the menu icon  at the top left-hand corner of the screen. Select the ‘Submitted Submittals’ icon .

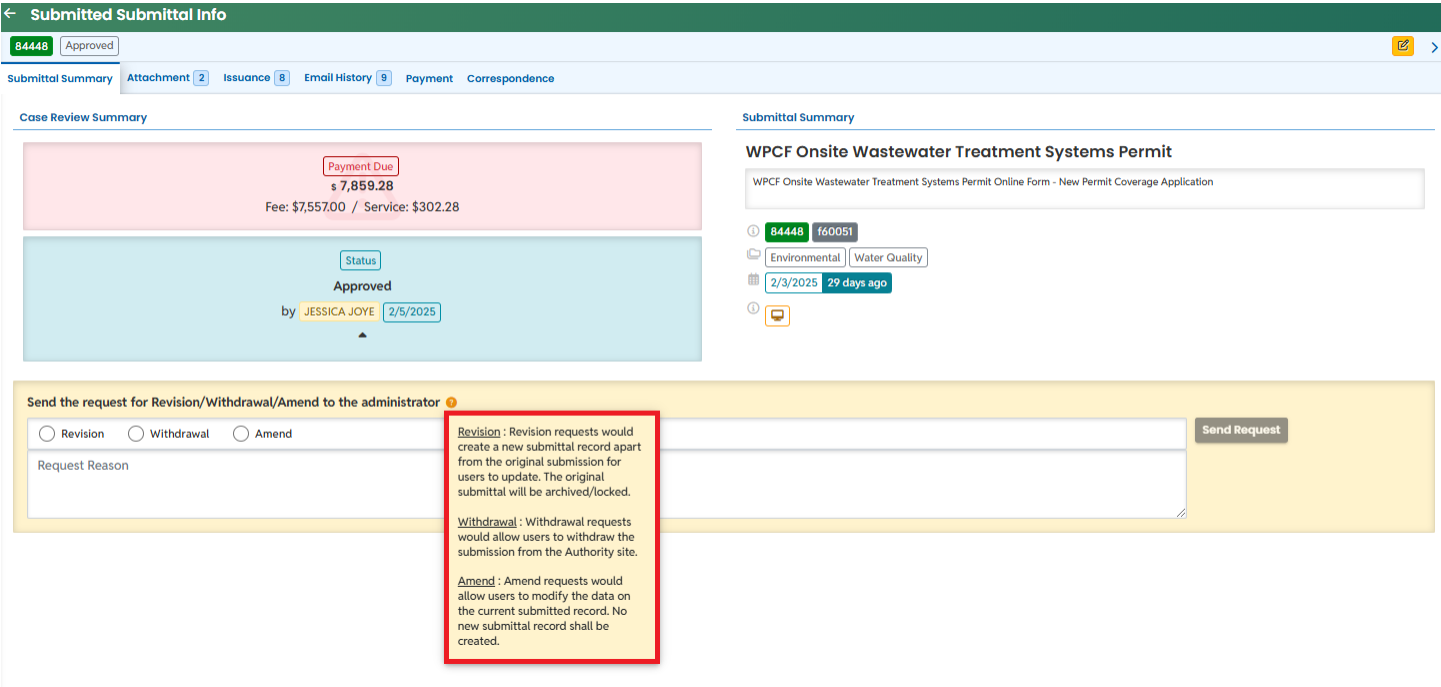


Locate the submittal you would like to monitor by selecting the orange eye icon  .



5.1. Submittal summary tab

Review the status of your submittal, request a revision, withdrawal or amendment.



Review submittal documents, including the form, receipt and attachments.

Send Back Comments

2/3/2025

JESSICA JOYE

Send Back Reason: Incomplete letter see issuance docs.

Submittal Documents

Forms/Receipt

WPCF Onsite Wastewater Treatment Systems Permit

Receipt of WPCF Onsite Wastewater Treatment Systems Permit

Attachments

General LUCS.pdf

LUCS

Project Description and Facility Plans.pdf

Project Description and Facility Plans

Archived Submittals

5.2. Attachment tab

Review the attachments provided with the submittal.

Submittal Summary

Attachment 2

Issuance 8

Email History 9

Payment

Correspondence

Files Names

File Info / Updated Date

1

General LUCS.pdf

Doc Type LUCS

PDF

1,059 KB

1/31/2025

v1

2

Project Description and Facility Plans.pdf

Doc Type Project Description and Facility Plans

PDF

1,156 KB

1/31/2025

v1

2 Results

5.3. Issuance tab

Review issuance and supporting documents issued by DEQ in response to your submittal. This is where you will find issued permits and approvals for your submittal.

Submittal Summary

Attachment2

Issuance8

Email History9

Payment

Correspondence

Issuance Documents

Final Documents

Onsite Incomplete Application Letter - Eugene

Issued

Document #Incomplete letter

5/3/2025

Final Documents

planapproval

Issued

Document #Plan approved

2/3/2026

Final Documents

new permit

Issued

Document #WOSBIIIRGF~ORWOS0069

1/31/2035

Final Documents

PN_webpublish

Issued

Document #PN

3/5/2025

Supporting Documents

No record found.

5.4. Email history tab

Review all email correspondence related to the submittal. Click on the blue arrow to the left of the subject and expand the record to review the detailed correspondence.

Submittal Summary

Attachment2

Issuance8

Email History9

Payment

Correspondence

Subject

From/To

Sent on

UAT Submission Received

Fm

YourDEQOnline@govonlinesaas.com

2/3/2025, 9:34:16 AM

✓

To

jessica.joye@deq.oregon.gov

Dear Onsite Tester: This email serves to inform you that we have received your submission: Submission Name: WPCF Onsite Wastewater Treatment Systems Permit Submission ID: 84448 Submitted Date: 2/3/2025 9:39:37 AM Submitted By: Onsite Tester Thank you for using the Environmental Data Management System (YourDEQOnline). If you have any questions, please contact the Oregon DEQ at DEQInfo@deq.state.or.us Regards, YourDEQOnline Team

5.5. Payment tab

Review payment history, see any outstanding payments and make payments if necessary. To make a payment, follow the detailed instructions for the submittal type.

84448

Approved

Submittal Summary

Attachment2

Issuance8

Email History9

Payment

Correspondence

▲ Reminder: Payment of \$6,529.12 is due until the full amount has been received and posted.

Fee

\$ 7,557.00

+

Service

\$ 302.28

-

Paid

\$ 0.00

=

Due

\$ 7,859.28

Amount in Transit/Waiting

\$ 6,529.12

Fees

Application Filing Fee

① Permit/License/Certificate Fee

2/3/2025

\$ 123.00

① Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES

Surcharge Fee

① Permit/License/Certificate Fee

2/3/2025

\$ 117.00

① Surcharge Fee

Permit Processing Fee

① Additional Fee

2/3/2025

\$ 4,832.00

Plan Review Fee

① Fee Adjustment

2/3/2025

\$ 1,206.00

Technology Fee

① Additional Fee

2/3/2025

\$ 251.12

① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

1st Annual Compliance Determination Fee

① Permit/License/Certificate Fee

\$ 1,279.00

Payment Transactions

▲ Reminder: Payment of \$6,529.12 is due until the full amount has been received and posted.

Check by Mail

1/31/2025

\$ 0.00

1 Results

5.6. Correspondence tab

Use the correspondence tab to communicate with DEQ WPCF Onsite staff regarding your submittal. Message history will be captured below the chat box.

Submittal Summary

Attachment2

Issuance8

Email History9

Payment

Correspondence

Start a correspondence thread...

Post

Correspondence Date/Time

mm/dd/yyyy --:-- --

1

Agency

JESSICA JOYE

2/5/2025, 10:02:00 AM

2/5/2025

Draft permit is ready for applicant review. See issuance documents in public portal. Next up 30-day public notice to be posted today.

2

Reply

Public

Onsite Tester

2/5/2025, 10:14:28 AM

2/5/2025

We are requesting the frequency of effluent sampling and reporting to be annual and not semi-annual due to cost of service.

Agency

JESSICA JOYE

2/5/2025, 10:16:21 AM

2/5/2025

Thank you for your comment. DEQ will review your comment and address in the permit issuance letter.

Reply message...

(Remaining Length: 4000)

Reply

6. WPCF Onsite Permitting Staff Contacts

Information about WPCF Onsite water quality permits and DEQ's regulations may be obtained from the DEQ web page at <http://www.oregon.gov/deq/>. All inquiries about this permit should be directed to the regional office for the area where the source is located. DEQ's regional offices are as follows:

Counties	Office Address and Telephone
Benton, Clackamas, Clatsop, Columbia, Coos, Curry, Douglas, Jackson, Josephine Lane, Lincoln, Linn, Marion, Multnomah, Polk, Tillamook, Washington and Yamhill	Department of Environmental Quality - Western Region Lisa MacGregor Telephone: (541)686-7905 Email: Lisa.Macgregor@deq.oregon.gov
Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa, Wasco and Wheeler	Department of Environmental Quality - Pendleton Office Patty Isaak Telephone: (541)613-1125 Email: Patty.Isaak@deq.oregon.gov

7. Helpdesk and Resources

For more information, training and resources, go to the [Your DEQ Online Help page](#). For technical assistance, contact the [Your DEQ Online Helpdesk](#).

8. Revision history

Revision	Date	Changes	Editor
1.0	3/22/2025	Initial draft	J.Joye
1.0	5/12/2025	Style and formatting edits	A.Hallmark